Instructions for Submitting the Student Immunization Status Report

Step 1. Log in to the system

Go to the web site at: http://www.vdh.virginia.gov/sis

- System works with Internet Explorer versions 6.0 and above, Netscape 8 and above, and Firefox 1.06 and above
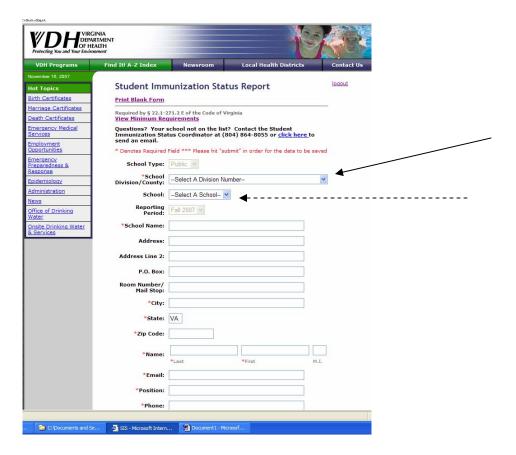- It should work with Macintosh computers but problems have been reported

Enter the password for your school type – public or private. The password changes each year, but typically includes the current report year, e.g., pub*2008 for public schools and pvt*2008 for private schools. Please contact the Division of Immunization (800-568-1929) for the current year's password if you have not received it by October 1.

- If you see a message such as "login failed" it may mean that the browser you are using is incompatible
- Occasionally the web page is down for some reason. Please try again later before calling for help if you get the message "page cannot be displayed"
- Some schools have had problems accessing the system due to firewalls installed on their machines

Step 2. Find your school

1. Public Schools

- Select your school division from the first drop-down menu (solid arrow)
  Divisions are in numerical order. This means that the counties are at the
  beginning of the list and cities follow.

- When the division is selected, the second drop-down menu (dashed arrow) is
  then pre-populated with the schools located in that district

- Select your school from the second drop-down menu

- If your school is new or not in the list, contact the SIS coordinator, then
  complete the paper form and fax as instructed. The SIS coordinator will enter
  the information for you. Your school should then appear in the drop-down
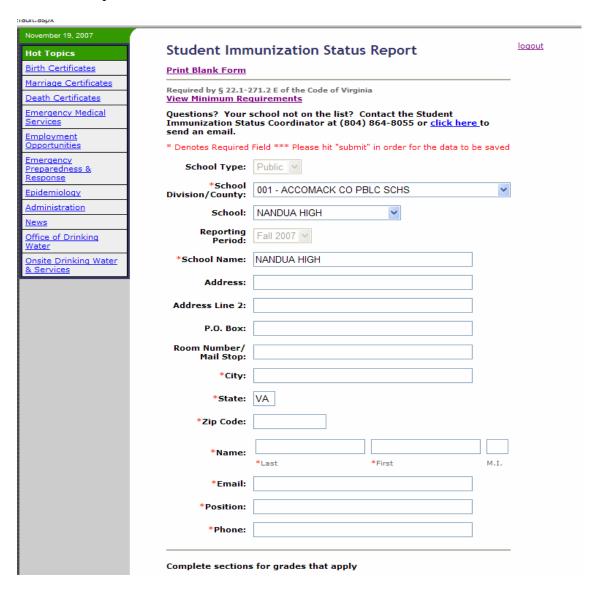 menu the following year.

2. Private Schools

- Select the county/city in which your school is located from the first drop-down menu (solid arrow)

- When the county is selected, the second drop-down menu (dashed arrow) is then pre-populated with the schools located in that city or county

- Select your school from the second drop-down menu

- If your school is new or not in the list, contact the SIS coordinator, then complete the paper form and fax as instructed. The SIS coordinator will enter the information for you. Your school should then appear in the drop-down menu the following year.

<u>Step 3.</u> Enter Data

(This and subsequent steps are the same for both public and private schools.)

1. Enter demographic data for all fields that are marked with a red asterisk (*)
    See the example below:

- The system will pre-populate with data from the previous year if anything was entered. Make changes as needed.
- If no email address is available, insert "none available"
- The system will not accept your report if any of the required fields are left blank
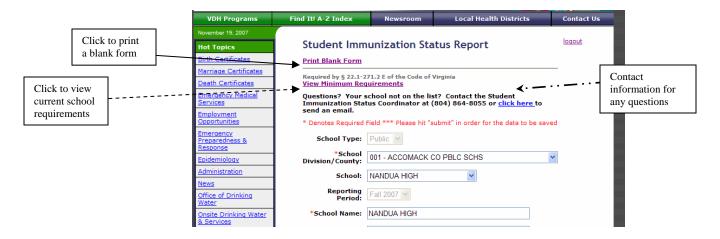
2. Enter information for students enrolled in the requested grades. Currently, data are required only for kindergarten (1st grade if no kindergarten) and 6th grade students.

Kindergarten

(a) Number Adequately Immunized	(b) Number With Medical Exemptions	(c) Number of Religious Exemptions	(d) Number Conditionally Enrolled	(e) Number Without Records	(f) Number of Students Enrolled
*	*	*	*	*	*
43	2	1	2	0	48

First Grade (if no Kindergarten)

(a) Number Adequately Immunized	(b) Number With Medical Exemptions	(c) Number of Religious Exemptions	(d) Number Conditionally Enrolled	(e) Number Without Records	(f) Number of Students Enrolled
*	*	*	*	*	*

← No need to enter any data in this set of boxes unless a school has 1st graders but no kindergarteners.

6th Grade
Part I

(a) Number Adequately Immunized	(b) Number With Medical Exemptions	(c) Number of Religious Exemptions	(d) Number Conditionally Enrolled	(e) Number Without Records	(f) Number of Students Enrolled
*	*	*	*	*	*

Part II

(g) Number Appropriately Immunized for Hep B	(h) Number with one dose of Tdap	(i) Number with 2 doses of MMR
*	*	*

Submit

- Although there are red asterisks for all fields, you do NOT have to enter anything in a section if you have no students in that grade (e.g., elementary schools with no 6th graders need to enter numbers in the kindergarten section only – see example above)
- You cannot change the number in (f) "number of students enrolled"; the system totals automatically as information is entered into categories a-e. Each student enrolled in a reportable grade level should be counted only once and all students should be accounted for in one of the five categories, a-e.
- If there are no students in a category, enter a zero (0) in that space
- All numbers must be entered beginning at the far left side of the box
- Data can ONLY be changed by the SIS coordinator once the report has been submitted, so be sure all information is correct.
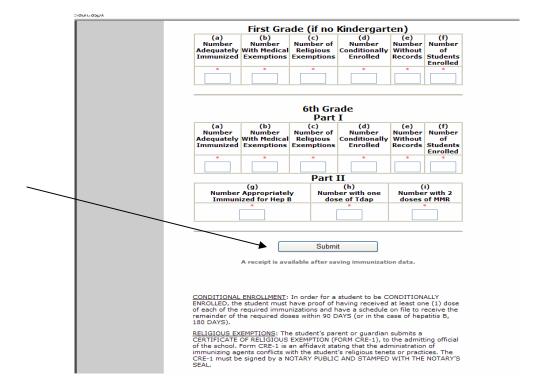
- If you prefer, a paper copy of the form may be printed to collect the data; however, please submit all reports using the web-based system if possible
- If you choose to print a paper copy, be aware that you must allow pop-ups in order for the pdf file to be displayed. Some have also reported difficulties with firewall systems. Contact the SIS coordinator if necessary to have a copy faxed or emailed to you.
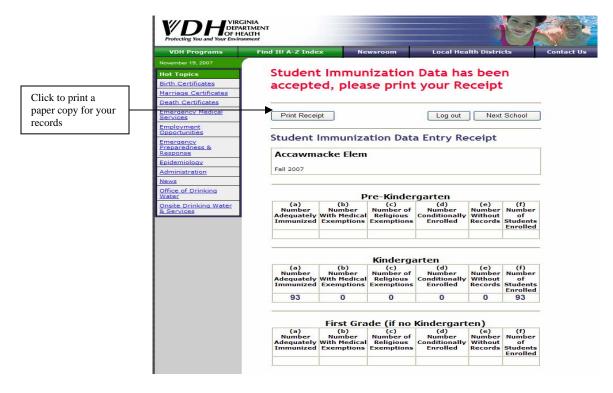

Step 4. Submit the data

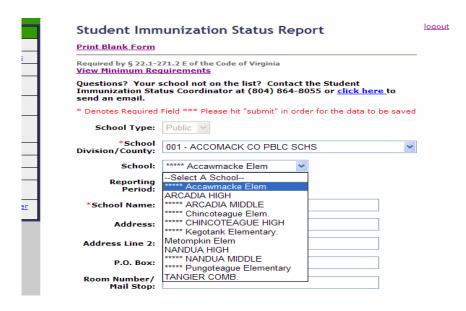Click on the "Submit" button at the bottom of the page

If the data have been successfully recorded by the system you will see the following message at the top of the new page:

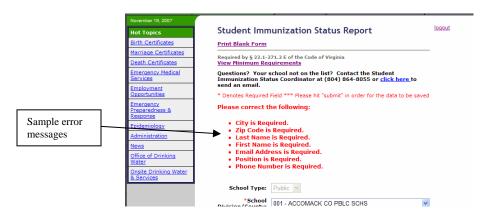Click to print a paper copy for your records

- You may print a paper copy of your submission by clicking on the "Print Receipt" button on the left side of the page
- The next time you log in, there will be 5 asterisks (*****) in front of your school name to indicate that data have been successfully recorded by the system for at least one grade level
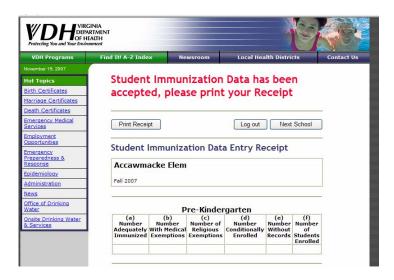
- If you do NOT see the "Student Immunization Data has been accepted, please print your Receipt" message in red at the top of the page, your report has NOT BEEN SUCCESSFULLY recorded by the system. Please check the top of the page for error messages and ensure that all required information has been entered correctly

Sample error messages

- You may add data for another grade level at the same school at a later time but you CANNOT change data once submitted
- Contact the SIS coordinator if corrections must be made to data that have already been successfully submitted

Step 5. Log out

- Click the "Log Out" button in the center right side of the page; or,
- Click on the "Next School" button on the right side of the page if you are entering data for more than one school. Repeat Steps 2 – 4 until data for all schools are successfully entered